

South Carolina Budget and Control Board  
Employee Insurance Program

*The State Health Plan*  
**PREVENTION PARTNERS**

**LETTER OF INTENT**

If you would like to receive the free services of your state employee health promotion program, please complete and sign this form and send it to: Prevention Partners, 1201 Main Street, Suite 830, Columbia, South Carolina 29201 or fax it to: 803-737-0793. If you have any questions, please contact Prevention Partners at 803-737-3820. *Instructions for completing this form are printed on the following page.*

- \_\_\_ **Yes, I would like to be a new coordinator and receive materials from Prevention Partners.**
- \_\_\_ **Yes, we would like to continue to receive materials from Prevention Partners.**
- \_\_\_ **No, we are no longer interested in receiving materials from Prevention Partners.**

**Membership Year:**

**Worksite:**

**Mailing Address:**

**Coordinator:**

**Phone:**

**Fax:**

**E-mail:**

**Administrator:**

**Title:**

**Phone:**

**Coordinator Communiqué:**

**Bulletin Board Service:**

**Newsletter:**

**County:**

**Region:**

**Mailing Status:**

**(I = Interagency, P = Postal)**

**Eligibility Signatures**

***Prevention Partners Coordinator:*** \_\_\_\_\_

***Administrator:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

## STATE HEALTH PLAN PREVENTION PARTNERS

### Completing the Letter of Intent

Prevention Partners offers great services to worksites to help them promote wellness in the workplace. Below is an overview of how to complete the Letter of Intent.

- ◆ To determine how many Bulletin Board Services (BBS) your worksite receives depends on how many bulletin boards you would like to post information on. In addition, upon request Prevention Partners will mail you laminated BBS headings to display our monthly BBS topics. Each laminated topic heading corresponds by color to each health sheet.
- ◆ The Coordinators' Communiqué is designed to help Prevention Partners keep coordinators, administrators and wellness committee members abreast of new Prevention Partners programs and services. It is **not** designed for every staff member to receive.
- ◆ Another great benefit of becoming a registered site is **every** employee at your site will receive our *Avenues* newsletter. *Avenues* is a worksite wellness newsletter that educates employees about the most up-to-date health issues, programs and services available to them. Many state employees have found *Avenues* a beneficial newsletter that provides valuable health information.
- ◆ To have each school or satellite office receive the monthly mail-outs directly will require a 'Letter of Intent' for each worksite. This will allow each school/satellite office to receive the health mail-outs directly.
- ◆ Signatures for both the Worksite Administrator and Prevention Partners Coordinator must be present on the Letter of Intent form regardless if you do or do not join Prevention Partners.
- ◆ Please complete all areas on the Letter of Intent before returning it to Prevention Partners.